

TACOMA EDUCATION ASSOCIATION

Policy Manual



Drafted and adopted 2022-2024

Table of Contents:

Introduction

- I. Staff
- II. Governance
- III. Tacoma EA Agreements
- IV. Fiscal Management
- V. Bargaining
- VI. Records and Equipment
- VII. Association Events
- VIII. Communication
- IX. Travel/Events
- X. Nominations and Elections
- XI. Resolutions

Introduction

The Bylaws of the Tacoma Education Association provide the basic rules for operation. However, many of these rules need policies for their implementation. These policies were approved by the Association Representative Council, the Association's legislative body.

Members and elected officers are responsible for and to these policies. However, the Executive Board is charged with the ultimate administration of and compliance with the policies.

Changes or additions to these policies shall be approved by the Association Representative Council.

I. Staff

The Tacoma Education Association recognizes that staff working conditions are governed by the collective bargaining agreement between the Washington Education Association Staff Organization and Washington Education Association. From the WEASO CBA: "Based on shared agreements, good working relationships can foster mutually beneficial and efficient ways of helping us meet our own goals and the goals of our members. Basic to these agreements is a deep respect for the professional work of all, irrespective of job title or position in the organization."

II. Governance

A. Conflict of Interest Policy-for Executive Board

No Association official or employee shall, directly or indirectly, have an interest or relationship, take any action or engage in any transaction, or incur any obligation, which is in conflict with, or gives the appearance of a conflict with, the proper and faithful performance of his or her Association responsibilities.

1. Any action or transaction which is in conflict or gives the appearance of conflict with the best interests of the Local;
2. Any action or transaction for the gain of personal interest;
3. The acceptance of third-party gifts, compensation or loans;
4. The unauthorized disclosure of confidential information pertaining to the members of the Association.

B. Code of Ethical Conduct –for financial signatories ONLY

1. Exercise appropriate fiduciary responsibilities over Association resources;
2. Not having, directly or indirectly, an interest or relationship, take an action or engage in any transaction or incur any obligation which is in conflict with, or gives the appearance of a conflict with, the proper and faithful performance of our responsibilities;

3. Comply with policies of the Association and applicable laws and regulations;
4. Respect confidentiality of information acquired in the course of our work;
5. Provide Association constituents with information that is complete, accurate and appropriate;
6. Carry out activities professionally, with honesty and integrity;
7. Not knowingly be a part of any illegal activity or breach of fiduciary responsibility;
8. Report violations of the Code in accordance with all applicable rules of procedure;
9. Be subject to due process for violations of this Code of Ethics;
10. Be accountable for adhering to this Code.

C. Governance Stipends

1. The Executive Board will be paid a stipend of \$50 for attendance at each scheduled executive board meeting for the year with a maximum of \$550 for the year. Stipends will be paid after the June Executive Board Meeting.

2. Association Representatives (AR or building reps) will be paid a stipend of \$100 for attendance at 5 of the 8 scheduled association representative meetings through May. Stipends will be paid by June. Members who attend the June meeting will receive a \$25 gift card along with their stipend check.

D. Association Representatives Budget Use

The Association Representatives have access to Line Item 355 to help organize potential members and members at their worksite. Association Representatives have access to Line Item 550 for advocacy for their worksite. The amount of these line items will be determined by the budget committee each year and will be tracked by the treasurer.

1. Association Representatives can request funds once each fiscal year for their worksite or workgroup in one of two ways:
 - a. Turn in a TEA voucher purchase to the treasurer and Level III staff.
 - b. Turn in a TEA voucher for reimbursement to the treasurer and Level III staff.
2. Funds will be allocated first come, first served with the following worksite/workgroup size guidelines:
 - a. less than 10 members: dependent on needs
 - b. between 10-20 members: maximum of \$50 per request.
 - c. between 21-30 members: maximum of \$75 per request.
 - d. between 31-40 members: maximum of \$100 per request.
 - e. between 41-50 members: maximum of \$125 per request.
 - f. between 51-60 members: maximum of \$150 per request.
 - g. between 61-70 members: maximum of \$175 per request.
 - h. between 71-100 members: maximum of \$200 per request.
3. Suggested uses of funds: Should be based on our Mission, Vision, and Values
 - a. Line Item 355: food, supplies, raffles for TEA building meetings
 - b. Line Item 550: union materials, paper, supplies for a campaign around a topic or concern

4. Several worksites may combine their funds for combined organizing and advocacy campaigns.

III. Tacoma EA Agreements

A. Anti-bias and Nondiscrimination in the Association

1. The Tacoma Education Association believes that every member has the right to equitable access and the obligation to participate fully in the Association. Participation should be free from fear, intimidation, retribution, marginalization, or any forms of bullying and harassment.
2. The Association further believes that we should support and demonstrate respect for all dimensions of human expression, including, but not limited to, culture, race, language, ability, neurodiversity, ethnicity, family structure, religion, faith practices, sexual orientation, gender, gender identity, age, and socioeconomic diversity.
3. The Association also believes that release time should be equitable without loss of pay to those who are fulfilling leadership responsibilities, attending meetings, attending union trainings, and/or participating in other Association activities.

B. Housekeeping

The TEA Executive Board approved the following definition of the word “housekeeping”: routine grammar, capitalization, spelling, typographical corrections, terminology, and formatting changes to improve clarity and consistency which do not change the meaning, interpretation, scope, or purpose of the language being modified.

C. Tacoma EA Office Access

Purpose and Scope: To enhance the security of TEA’s administrative offices at 3049 S 36th Street; Ste 300, Tacoma, WA 98409, in the IBEW Hall, which is open Monday through Friday 8:00 AM to 5:00 PM. This policy establishes rules for management, access, and monitoring of access to said office space and applies to all TEA members, staff and affiliates. Any revisions to the policy must be voted on by the Association Representative Council, per our Constitution and Bylaws.

1. Management

- a. Associate staff and president will have access to the keybox app and the Ring camera.
- b. All access codes will be managed by associate staff/president.
- c. Associate staff and the president designee shall ensure:
 - i. Access to the TEA offices is protected by appropriate entry and controls.
 - ii. Physical access is documented and managed.
 - iii. The documentation of whom is granted key and code access.
 - iv. Regular review code access rights and remove access for individuals who no longer require access or who leave the organization.
 - v. Procedures exist that establish visitor controls including visitor sign-in logs, either paper or digital.
 - vi. Visitor access shall be tracked with a digital sign in/out log through the keybox app.

2. Access

- a. Access to the office is for union use only. Members may request use for other purposes through the executive board.
- b. Reservations for conference rooms/office use are managed through our website by associate staff and the president.
 - i. Zoom meetings can also be requested through the same system.
 - ii. Once reserved, associate staff will manage access to the keybox.
- c. Common areas are the only rooms that should be accessed. This includes the main meeting room, workroom, kitchen, and bathrooms. Private offices are off limits.
- d. Members may use materials in the common spaces within reason.
- e. When using the office, members are expected to:
 - i. Clean up any messes.
 - ii. Return any furniture to where it was found.
 - iii. Ensure that the elevator and door are locked.
 - iv. Return the keys to the lockbox.
 - v. Report any issues to associate staff or the president.
- f. All members must comply with all laws and applicable regulations including building and fire prevention codes.
- g. Keys for the office and the IBEW building are given to all WEA staff and to the president and vice president.

3. **Monitoring**

- a. Employee access keys and codes must not be shared or loaned to others.
- b. Physical keys shall not have any identifying information and cannot be duplicated.
- c. Lost or stolen keys must be reported immediately.
- d. A service charge may be assessed for keys that are lost, stolen, or not returned.
- e. Those who are separated from the organization should return their keys and access codes should be disabled.
- f. Associate staff and the president designee shall regularly review access records and visitor logs for the offices and are responsible for investigating any unusual events or incidents related to physical facility access.
- g. Any violations of these policies may lead to removal of access, possible fines for damages, and reports to the proper authorities if necessary.

IV. Fiscal Management

A. Financial Accounts

- 1. At the Executive Board annual May meeting, the board should authorize bank accounts and signers of checks, signers and authorized credit card holders at the same time.
- 2. Level 3 Field Assistant who writes the checks cannot be a signer.

B. Credit card policy

- 1. Authorized users: President, Vice President, PAC chair, Level 2 and Level 3 associate staff.
- 2. Credit cards are to be used only for budgeted line items.
- 3. Executive Board has discretion over purchase of alcohol.
- 4. Receipts must be turned into Level 3 associate staff with noted line item. Consult executive board for guidance.

C. Investment Policy

1. Budget Committee makes investment recommendations for executive board consideration to be voted on by the AR council.
2. Minimum of 3 months operating expenses will be kept in cash account. The recommendation is 6 months from Auditors. Anything above that amount can be invested.
3. Investments will be laddered so there is access to funds on a regular basis.
4. Budget committee & exec board will follow the 4 fiduciary responsibilities: care, loyalty, good faith & obedience.

D. Budget Preparation

1. Investments overviewed each January.
2. Budget review and preparation of proposed budget for the following year by June.

E. Discretionary Expenses

1. Tacoma EA credit card holders can authorize expenditures of \$500 or less without prior approval of the executive board and will be included in the monthly budget reports to the AR Council.
2. Executive board can authorize expenditures between \$501-\$5000 which will be included in the monthly budget reports to the AR Council.
3. Any expenditures more than \$5000 must be approved by the AR Council.
4. All credit card purchases must be reported to the executive board monthly and receipts must be turned in to the Level III Associate Staff.
5. Any expenditures that have not been authorized according to this policy must be repaid.

F. COP Fund Policy:

1. Community Outreach Program (COP) Fund is members' dues reserved for donating to make a positive impact in our community. These donations are intended to go towards charities/organizations who serve the Tacoma community.
2. All members have the opportunity in October to make suggestions about charities/organizations that we should consider.
3. In November, the budget committee will create a vote for ARs to take to their worksite for input from members.
4. In January, the budget committee will report the results to the Executive Board/AR for approval of charities/organizations to donate to.
5. Once the COP funds are deposited into our accounts, the Executive Board will make recommendations for distribution to the AR Council for approval.
6. All funds must be spent by August 31, the end of our fiscal year.

-scholarships, grants

V. Bargaining

A. Release Time/Stipends

1. Release time will be provided for bargaining during the workday within the calendared school year. A stipend of \$1000 per bargaining team member will be paid for all bargaining that occurs before June 30th. For bargaining that continues into July or August, a stipend of \$1000 per month will be paid to each member. If bargaining continues into the next fiscal year, then the association representatives can determine any additional stipends based on the workload. Stipends shall be paid after the ratification of the CBA.

-how team is assembled

-equitable representation of membership and different job categories

VI. Records and Equipment

-who has access to which records

-how long different records are kept

-how records are transferred with change of officers

-technology, phones, other equipment use

VII. Association Events

A. Events Expectations

1. It is understood that while at a Tacoma Education Association (TEA) sponsored event, function or activity, all members will ensure their conduct reflects positively on the Association.
2. Any member who receives funding or reimbursement from the Association for any conference, class, representative assembly, or other TEA supported event shall:
 - a. Attend all business sessions and fulfill the required duties of the event.
 - b. Adhere to the standing rules/procedures of the event.
 - c. Be present during any voting.
3. Exceptions to this policy are sickness, emergencies, unforeseen circumstances or to conduct association business.
4. If unable to attend an event or a business session, the member will notify the TEA president as soon as possible.
5. Any member who receives a stipend or reimbursement and fails to comply with this policy may be required to submit partial or full restitution to the Association. The member also may not be allowed to attend future TEA events. The Executive Board will consider the situation and make these determinations.

6. Stipends will be forfeited by a member if they do not attend the event. Extenuating circumstances can be brought to and considered by the Executive Board.

B. Conference Attendance

Considerations for attendance at conferences:

1. Diversity of levels/workgroup
2. A mix of elected leaders and rank and file members
3. A mix of union involvement to include some established and some emerging leaders
4. A mix of members who have/have not attended the conference previously
5. Participants should reflect the diverse demographics of our membership whenever possible

Process:

1. Union events for the year will be introduced at AR and shared with all members each June for the coming year.
2. There will be an application shared with all members with regular reminders. When travel/hotel are involved, the application should close at least two months prior to the conference to allow travel booking.
3. The questions for the application are mostly standard but may vary based on the conference:
 - a. Why do you want to attend the conference/event?
 - b. How will you collaborate with the TEA delegation during the conference/event?
 - c. How will you share your learning from the conference/event with other union members?
 - d. Why is TEA membership and union activism important to you?
4. Applicants should be selected by executive board members or relevant committees.
5. Any unfilled, budgeted positions can be filled by nomination of the executive board.
6. All participants must agree to the Association Events Expectations.

Once selected to attend:

1. Travel, hotel, and release time are arranged with WEA associate staff.
 - a. Any necessary accommodations for travel, lodging, diet will be made at this time.
2. Per diem is determined based on the location of the conference and IRS recommendations and is paid once the Association Events Expectations form is completed (see Appendix).

C. Union Release Time Access

Association leave, as provided in CBA Section 10, will be used as follows:

1. Executive Board attendance at union meetings, such as labor management.
2. Members' attendance at union conferences as budgeted for by the Association Representative Council.
3. Members can request leave for the following, to be approved by the Executive Board:
 - a. Presenting at conferences as a representative of Tacoma Education Association
 - b. Promoting union membership and organizing activities.
 - c. Union work with legislators.

VIII. Communication

- email use*
- access to members' information*
- social media*
- position statements*

IX. Travel/Expenses:

When registering for conferences the following will be considered:

1. Rooms will be double occupancy. If there is an odd number, then one person will receive a free single room.
2. If a member requests a single room, then they will pay the difference.
3. If a member requests to stay extra nights, then they will pay for the additional nights.
4. If airline flights are booked by the member, not the association, a purchase deadline will be given to get the best pricing. If the deadline is passed without purchase and amounts past the maximum reimbursement rate will be paid by the member. The maximum reimbursement amount will be set based on the average costs of the flights booked by the association.
5. Association will not pay for upgrades.
6. Airline flight accommodations that may be needed will be funded by the association.
7. Rental cars are optional for members who do not wish to fly if the cost is comparable to the airline costs. Mileage will not be paid separately for rental cars.
8. Travel costs such as taxi/ride share, fees for 1 checked bag if not included with airfare, parking and tolls will be reimbursed.
9. Per diem is paid for any meals that are not covered, including at least one meal on a day of travel.
10. Mileage is reimbursed at the standard IRS rate.
11. Additional accommodations will be considered on a case-by-case basis.

X. Nominations and Elections

A. Election Calendar

1. The Executive Board shall approve the timelines, deadlines, place, and procedures for nominations and elections.
2. The Executive Board shall approve any contracts for third-party vendors to conduct elections.

3. The TEA Nominations and Elections Committee will publish a calendar with timelines and deadlines by the third representative assembly of the school year.
4. The occurrence of all procedures shall conform to the annual TEA Nominations and Elections Calendar adopted by the Executive Board and the federal Landrum Griffin Act of 1959.

B. Nomination Procedure

1. The TEA Nominations and Elections Committee shall notify the membership of the open positions available starting at the second representative assembly of the year and at the last representative assembly before the self-nomination period for the relevant offices begins.
2. The TEA Nominations and Elections Committee shall notify the membership of the nominations and elections procedures, including the method used for voting, opening, and closing day/time of voting, and the day/time of ballot tallying.
3. Any active member of TEA may self-nominate as a candidate for any TEA office or Representative Assembly delegate position.
4. A member of the TEA Nominations and Elections Committee who is a candidate for Executive Council office shall resign from the committee, no later than thirty days prior to the opening of the self-nomination period for the office in which the member seeks to self-nominate.
5. Committee members are to remain neutral in elections when speaking as members of the committee. The members of the committee may not campaign for or publicly support a specific candidate in their capacity as committee representatives.
6. Nominees will have an opportunity to attend a Compliance Agreement Meeting to review campaign procedures and regulations and have an opportunity to ask questions. The date of the Compliance Agreement Meeting will be placed on the calendar by no later than the third representative assembly of the school year.
7. All candidates must sign an agreement to follow the nominations and elections policies.

C. Campaign Procedures and Regulations

1. The Nominations and Elections Committee will distribute information electronically to candidates to communicate campaign procedures and guidelines once the nomination has been confirmed.
2. WEA staff cannot provide assistance with elections, except as follows:
 - a. Verify membership
 - b. Compile membership lists for the purpose of 'Notification of Elections.'
 - c. Compile membership lists to send ballots.
 - d. Posting campaign statements on the TEA website.
 - e. Emailing election reminders, ballots, and vote results to all members.
3. The names and positions of all nominees running for TEA office will be listed on TEA digital media (<http://tacoma-ea.org>) by position in alphabetical order by last name. A nominee who wishes to have coverage on the website must submit information which may include a photo.

- a. For candidates for NEA/WEA RA delegate, a candidate's biographical submission shall be limited to a seventy-five-word maximum biographical sketch. If the submission exceeds seventy-five-words, then only the first seventy-five words shall be published.
 - b. For candidates for Zone Representative, a candidate's biographical submission shall be limited to a one-hundred-word maximum biographical sketch. If the submission exceeds one hundred words, then only the first one hundred words shall be published.
 - c. For candidates for TEA Officer positions (president, vice president, secretary, and treasurer), a candidate's biographical submission shall be limited to a two-hundred-word maximum biographical sketch. If the submission exceeds two hundred words, then only the first two hundred words shall be published.
 - d. Candidates will be notified if their statement exceeds limits before publication, allowing for candidate revisions.
4. Announcement of an individual's candidacy on the TEA bulletin board specific to the individual work sites is limited to a single 8.5"x11" printed page, one per building, and sent within the defined Nominations & Elections calendar. Candidates may also distribute a single flyer no larger than 8.5"x11" to member mailboxes at their work sites. Candidates are encouraged to use donated labor or union print shops and include the shop's union bug/label, when possible. In the event of reduced on-site access, a virtual option (e.g., Teams Channel) will be provided.
5. Campaign information may not be posted until the candidate has received confirmation of their candidacy from Nominations and Elections.
6. Campaign materials may be distributed by campaign volunteers via school district mail and mailboxes, and posted on Association bulletin boards in worksite, as permitted under the CBA and district policy. Those members who work remotely shall have digital access to campaign materials (e.g., Microsoft Teams). No member is required to distribute campaign materials as part of their position within TPS (Tacoma Public Schools) or TEA.
7. Candidates shall be permitted to distribute campaign information before or after scheduled Association Representative Meetings. However, campaigning may not occur during the business portion of any TEA meeting.
8. Keep your campaign positive (there will be no slandering of fellow nominees). Slander of a candidate and/or member will be cause for removal from the election.
9. The members of the Nominations and Elections Committee are volunteers and fellow union members. Harassment, intimidation, or bullying of committee members will be cause for removal from the election.
10. The nominations and election committee and non-candidate members of the executive board will determine the removal of a candidate from the election based on a majority vote.
11. There will be no organized official campaign period for a run-off election.
12. Ballots shall include the names of all properly nominated candidates and a space for a write in candidate for each position

- a. WEA/NEA RA ballots will not include a write-in candidate option. If there are fewer delegates than the allotment allowed by the WEA/NEA, no election will be held, and candidates will be elected by acclamation.
- b. With the exception of non-officers, candidates will be elected by acclamation if running unopposed.
 - i. There shall be no write-in candidates for run-off elections for officer or executive board positions.
- c. Names of candidates shall be listed in random order.
- d. Voting deadline as determined by the Nominations and Elections Committee calendar.

D. Duties of the Nominations and Elections Committee

1. The committee will determine the elections calendar in accordance with Section I.A. The committee's Chair is responsible for coordinating materials requests with WEA staff and agreeing on deadlines for receipt and posting of election materials.
2. The committee will coordinate an association-hosted campaign event for candidate speeches between the close of nominations and the opening of voting. This event will be recorded and/or live-streamed for all members to be able to access.
3. The chairperson of the TEA Nominations and Elections committee shall serve as the elections supervisor for the ballot election.
4. The election supervisor or designee shall be responsible for reporting the results of the election.
5. The TEA Nominations and Elections Chair and at least one other member of the TEA Nominations and Elections committee shall have the password to electronic elections and/or the elections email account.
6. At the conclusion of elections, the email account access will be returned to the Associate staff.

E. Non-Position Voting Procedures

1. In the event of a paper ballot, ballots will be distributed at sign in.
2. Ballots shall be collected in a marked ballot box during the meeting.

F. Processing Ballots

1. The TEA Nominations & Elections Committee and such other person(s)/entity as needed as determined by the elections supervisor shall process ballots as needed.
2. The TEA Nominations & Elections Committee shall be composed of the Elections Committee or designees for the tallying of ballots.
3. WEA and NEA delegates will be elected by a plurality of the legal votes cast. (Delegate numbers to be elected are governed by WEA membership records as of January 1st)
4. In the event of a tie vote in the NEA/WEA delegate election, the tie will immediately be decided with a random selection process (e.g., by random lot) by the Nominations & Elections Committee.

5. TEA officers will be elected by a majority (50% + 1) of the votes legally cast for said positions.
6. For non-electronic votes, the chairperson and each Committee member present shall sign a certification of the results of the counts with all totals indicated.
7. For electronic votes, the Chair and/or elections vendor will certify, and the Association Representatives will ratify the results.

G. Election Results

1. The election supervisor shall notify the candidates of the official results. The results shall be published on the TEA website the following business day.
2. In the event of an in-person vote, the Nominations and Elections Committee shall report the results to the TEA Membership by the elections supervisor. To expedite the tally of in-person ballots, designees may be recruited to support members of the Nominations and Elections Committee in a rapid and accurate count.

XI. Resolutions

-how and where they are maintained
-how to create, modify, delete

**Tacoma EA
Appendices
And
Forms**

Conflict of Interest Policy-for Executive Board

No Association official or employee shall, directly or indirectly, have an interest or relationship, take any action or engage in any transaction, or incur any obligation, which is in conflict with, or gives the appearance of a conflict with, the proper and faithful performance of his or her Association responsibilities.

1. Any action or transaction which is in conflict or gives the appearance of conflict with the best interests of the Local;
2. Any action or transaction for the gain of personal interest;
3. The acceptance of third-party gifts, compensation or loans;
4. The unauthorized disclosure of confidential information pertaining to the members of the Association.

Acknowledgment of Conflict-of-Interest Policy:

Print Name: _____

Signature: _____ Date: _____

Code of Ethical Conduct –for financial signatories ONLY

In fulfillment of our obligation, I commit to:

1. Exercise appropriate fiduciary responsibilities over Association resources;
2. Not having, directly or indirectly, an interest or relationship, take an action or engage in any transaction or incur any obligation which is in conflict with, or gives the appearance of a conflict with, the proper and faithful performance of our responsibilities;
3. Comply with policies of the Association and applicable laws and regulations;
4. Respect confidentiality of information acquired in the course of our work;
5. Provide Association constituents with information that is complete, accurate and appropriate;
6. Carry out activities professionally, with honesty and integrity;
7. Not knowingly be a part of any illegal activity or breach of fiduciary responsibility;
8. Report violations of the Code in accordance with all applicable rules of procedure;
9. Be subject to due process for violations of this Code of Ethics;
10. Be accountable for adhering to this Code.

Acknowledgment of Code of Ethical Conduct:

Print Name: _____

Signature: _____ Date: _____



Tacoma Education Association Events Expectations Agreement

I, _____, a member of the Tacoma Education Association, will be attending the following conference/event(s):

_____.

I will fulfill the required duties of the event according to the Association Events Expectations Policies:

1. It is understood that while at a Tacoma Education Association (TEA) sponsored event, function or activity, all members will ensure their conduct reflects positively on the Association.
2. Any member who receives funding or reimbursement from the Association for any conference, class, representative assembly, or other TEA supported event shall:
 - a. Attend all business sessions and fulfill the required duties of the event.
 - b. Adhere to the standing rules/procedures of the event.
 - c. Be present during any voting.
3. Exceptions to this policy are sickness, emergencies, unforeseen circumstances or to conduct association business.
4. If unable to attend an event or a business session, the member will notify the TEA president as soon as possible.
5. Any member who receives a stipend or reimbursement and fails to comply with this policy may be required to submit partial or full restitution to the Association. The member also may not be allowed to attend future TEA events. The Executive Board will consider the situation and make these determinations.
6. Stipends will be forfeited by a member if they do not attend the event. Extenuating circumstances can be brought to and considered by the Executive Board.

Signed (Name) _____

Date _____



Tacoma Education Association

3049 S 36th Street, Suite 300
 Tacoma, WA 98409
 (253) 565-4411 FAX (253) 566-9147

Name: _____

Address: _____

Please itemize invoice, sign certification below, and return voucher to the
 Tacoma Education Association within 30 days.

DATE	DESCRIPTION	AMOUNT
Total		

Circle One: **Please Reimburse** **Please Purchase**

Signature: _____ **Date:** _____

For Office Use Only

Authorized by: _____ (President, VP, or Treasurer)

CHECK #	ACCOUNT #	AMOUNT